



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

April 21, 2004

**TO:** Small Agency Executive Directors

**FROM:** Marty Brown *MB*  
Director

**SUBJECT: SMALL AGENCY INITIATIVE**

The Small Agency Initiative (SAI), comprised of staff from the Office of Financial Management, Department of General Administration, and Department of Information Services, is a comprehensive effort to better support the information technology (IT) and facility needs of small agencies. During the 2001-03 biennium, we were able to secure \$650,815 for hardware, software and services for small agencies.

I am writing to update you on our current efforts to address your IT security needs and to request your assistance. The 2004 supplemental operating budget provided us with \$450,000 for the IT and facility needs of small agencies through:

- IT technical/security and facility assessments;
- Critical IT infrastructure equipment acquisition;
- Resource-sharing of IT infrastructure through co-location with other agencies; or
- Use of DIS centralized e-mail and server hosting services.

These strategies are designed to achieve a more secure and functional information technology and facility environment for small agencies. Projects that improve a small agency's IT security will receive the highest priority for use of these funds.

The SAI has found that one of the most cost-effective strategies for small agencies is to co-locate them with large to mid-sized agencies, which can then help provide both facility and information technology services. The immediate benefits are a connection to the State Government Network (SGN), protection behind the host agency's firewall, and helpdesk support. The team has discussed this at recent Small Agency Cabinet and Small Agency Customer Advisory Board meetings. These new funds also may be used to pay for both IT and facility costs related to this co-location.

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We need you to complete the IT Security Assessment Survey that was recently sent to you in order to identify and prioritize services and solutions to strengthen your agency's IT infrastructure. This survey is part of the security audit that all small agencies have or are currently undergoing. The new funds also may be used to help solve problems identified by this effort.

If your agency has a project that meets the criteria outlined above, please submit a request using the attached document. IT security-related strategies and services will be given a higher priority, but the team will consider any IT function that would increase a small agency's overall capacity. Please complete and forward your request no later than **Friday, May 14, 2004**, to:

- Connie Michener or Sharie McCafferty, Department of Information Services, Small Agency Client Services (SACS), 902-3526/3492, Mail Stop 42445; and
- Yolanda Wilson, Office of Financial Management, Small Agency Client Services (SACS), 664-7668, Mail Stop 43113.

Staff will make recommendations to the team after all of the requests have been received. Agencies should be notified by June 30, 2004 whether or not their request will be funded.

I appreciate your support in helping the SAI with these initiatives. We have a proven record of assisting small agencies and this is another opportunity to help you with your information technology and facility challenges.

Attachment

cc: R.D. Fukai, Director, Department of General Administration  
Stuart McKee, Director, Department of Information Services

## **Small Agency Information Technology Request Form**

**Date of Request:**

**Name of Agency:**

**Requestor's Name and Phone Number:**

**Total Funds Requested (\$ amount):**

**Description of Request:**

### **Narrative Justification and Impact Statement**

*How does this request contribute to or support the agency's Information Technology Portfolio?*

*Problem or opportunity addressed by the request (i.e., please indicate how the request enhances the agency's IT security or IT capacity):*

*Impact on clients and services:*

*Impact on other state programs:*

*Required changes to existing RCW, WAC, contract, or agency plan:*

*Alternatives explored by agency:*

*Budget impacts in future biennia:*

*Distinction between one-time and ongoing costs:*

*Effects of non-funding:*

*Expenditure calculations and assumptions:*